

ARIZONA DEPARTMENT OF EDUCATION

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STATE OF ARIZONA

**SCHOOL FINANCE MEMORANDUM 06-024**

**TO:** District Superintendents, Business Managers and Head Teachers  
**FROM:** Philip Williams  
**DATE:** February 24, 2006  
**SUBJECT:** A.R.S. 15-825 (A) - Certificates of Educational Convenience: CEC-A  
**CEC-A Application Procedure & Data Submission Requirements**

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In accordance with A.R.S. § 15-825 (A), districts that have students who fit the definition of a “CEC-A student” may apply to their County School Office for a Certificate of Educational Convenience upon enrollment of the student. Upon approval, the County School Office will submit the actual certificate to the Department of Education, School Finance Unit. **It is important that districts request certificates for all students they intend to claim. Concerning A.R.S. § 15-825 (D), there is no funding formula available for students that do not have a Group B disability.** Additional funding is only available for Group B students if excess or actual costs exceed equalization as calculated per A.R.S. § 15-971.

The CEC funding for your school district is dependent on valid, complete certificate information that includes each student’s SAIS ID number. Any student reported as CEC-A that does not have corresponding SAIS information on the students certificate or list will be deleted as a CEC-A student and they will NOT be funded as a CEC-A student.

To ensure accurate funding for existing certificates, amend the certificate(s) to include the student SAIS ID number, and re-submit to School Finance at [SchoolFinance@ade.az.gov](mailto:SchoolFinance@ade.az.gov).

If your district plans to claim Actual Cost funding for students attending a private school, submit a list of student name(s), enrollment date(s), and the name of the private school to School Finance at [SchoolFinance@ade.az.gov](mailto:SchoolFinance@ade.az.gov). You may obtain a list of all CEC-A’s received by ADE for your district by submitting a written request to [SchoolFinance@ade.az.gov](mailto:SchoolFinance@ade.az.gov).

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**SAIS Reporting Requirements for CEC-A Students:**

**All required CEC-A student detail data successfully submitted by April 14, 2006 will be eligible for funding during fiscal year 2005-2006. Data received after April 15, 2006 will NOT be processed.**

CEC-A students must be reported through Student Detail Membership transactions (ADM) and, if applicable, Student Detail Needs transactions (SPED). If data has already been submitted and does not meet the following criteria, make any necessary corrections to ensure accurate funding calculations.

***Average Daily Membership Transactions (40<sup>th</sup> and 100<sup>th</sup> Day Counts)***

SAIS submission of Membership transactions for all CEC-A students the district intends to claim is required. Special Enrollment Code field must be set to “1” to identify CEC-A students. If there are any concerns or questions about which field this relates to, please contact your student management system vendor for more information. The District of Residence (DOR) County-Type-District (CTD) number should indicate the county code of residence (e.g. if in Maricopa County the county code = “07”), plus the type of school grade reported (e.g. 04 = elementary grades, 05=high school grades), plus 00 as the district code. Thus, in this example the District of Residence CTD number could be 070400. This will indicate to School Finance that these data are for CEC-A students only.

The following reports may be used to review and/or analyze CEC-A student reporting:

**Student Detail Reports (Private):** The SDADMS 71, 72 and 75 reports are accessible via Common Logon/Student Detail Data Interchange/Download page.

**Student Count Reports (Public):** The ADMS 45-1 and 540-1 for CEC-A are accessible from the ADE web site on each district’s home page at <http://www.ade.az.gov/districts/>.

***Special Education Needs Transactions (December 1, 2005 & February 1, 2006)***

SAIS submission of Special Education Needs transactions for all CEC-A students the district intends to claim is required. Special Enrollment Code field must be set to “1” [same as ADM?] to identify CEC-A students. If there are any concerns or questions about which field this relates to, please contact your student management system vendor for more information. The District of Residence (DOR) County-Type-District (CTD) number should indicate the county code of residence (e.g. if in Maricopa County the county code = “07”), plus the type of school grade reported (e.g. 04 = elementary grades, 05=high school grades), plus 00 as the district code. Thus, in this example the District of Residence CTD number could be 070400. This will indicate to School Finance that these data are for CEC-A students only.

The following reports may be used to review and/or analyze CEC-A student reporting:

**Student Detail Reports (Private):** The SDSPED71report is accessible via Common Logon/Student Detail Data Interchange/Download page.

**Student Count Reports (Public):** The CEC-A SPED04 and CEC-A SPED16 reports are accessible from the ADE web site on each district’s home page at <http://www.ade.az.gov/districts/>.

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Please review the data on all of these reports for accuracy and submit any necessary corrections to be consistent with the above-mentioned procedures. Doing this will ensure that funding will follow the student appropriately.

If you need assistance with the file submission process, please fill out the STaR Request for Training Form located at <http://www.ade.az.gov/schoolfinance/STar/TrainingAndAssistRequest/RequestForm.aspx>.

If you have questions or need assistance completing these forms please contact Alane Wilcox at (602) 542-8253 or send an email to [awilcox@ade.az.gov](mailto:awilcox@ade.az.gov).